WEEKLY UPDATES MARCH 30, 2020 – APRIL 3, 2020

POLICE DEPARTMENT:

Patrol/Investigations:

- Allen Walker (58) reported on March 25th he was the victim of Misdemeanor Breaking and Entering and Damage to Real Property in the 400 block of Carolina Beach Avenue North, CB. The case is under further investigation.
- Carolina Beach Marina/ Kevin Scott (60) reported on March 27th they were the victim of a Fraud/Swindle in the 900 block of Basin Road, CB. A person of Interest in the case has been identified and the case is under further investigation.
- Crystal Newsome (43) reported on March 28th she was the victim of Damage to Personal Property in the 300 block of Lewis Drive, CB. A person of interest in the case has been identified and the case is under further investigation.
- Madyson Newsome (20) reported on March 28th she was the victim of Damage to Personal Property in the 300 block of Lewis Drive, CB. A person of interest has been identified and the case is under further investigation.

Arrests:

- Matthew Moore(26) West 6th Street, Garland, NC was arrested on March 25th in the 100 block of Charlotte Avenue, CB for Misdemeanor Failure to Appear.
- Frank Teague III (57) Wilson Avenue, CB was arrested on March 25th in the 400 block of Wilson Avenue, CB for Resist/Delay/Obstruct Public Officers and Communicating Threats.
- John Benoy (19) Old Dow Road, CB was arrested on March 28th in the 1000 block of Old Dow Road, CB for Misdemeanor Violation of a Domestic Violence Protective Order.
- Daniel O’Connor (64) Greenville Avenue, CB was cited on March 29th in the One Block of Hamlet Avenue, CB for Trespass and Resist/Delay/Obstruct Public Officers.

Civil Citations:

- Civil Citations written March 23, 2020 – March 29, 2020: 0

FIRE DEPARTMENT

Fire/Rescue Administration Division:

- Chief participated in updates/conference calls all week on COVID 19 (Coronavirus)
- Assisted with IAP objectives
- Response to medical calls have been modified to follow county medical director guidance’s
- Chief has updated the General Orders for response and staffing levels.

Fire/Rescue Fire Prevention Division:

- 3 Site visits
- 2 Final Inspections
- 1 Sprinkler/ Fire Alarm
Fire/Rescue Operations Division:
- Departmental training has been postponed until April 6, 2020.
- Annual service/maintenance on the pumps/motors for Engines 21, 22 and 23.

Ocean Rescue:
- Applications for seasonal lifeguards are open, tryout dates are set for April 18th and 25th, 11 a.m. at Hamlet Beach Access.
- Work continues on rust prevention on 4 wheelers.

Fire Responses:

<table>
<thead>
<tr>
<th>DATE</th>
<th>INCIDENT #</th>
<th>ADDRESS</th>
<th>INCIDENT TYPE</th>
<th>SHIFT</th>
<th># APP.</th>
<th># PERS.</th>
</tr>
</thead>
<tbody>
<tr>
<td>03/27/2020</td>
<td>2020-124911</td>
<td>1404 MACKEREL LN</td>
<td>554 - Assist invalid</td>
<td>C Shift</td>
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<td>4</td>
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<tr>
<td>03/28/2020</td>
<td>2020-126428</td>
<td>109 EAST BANK RD</td>
<td>111 - Building fire</td>
<td>B Shift</td>
<td>1</td>
<td>9</td>
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<tr>
<td>03/28/2020</td>
<td>2020-126467</td>
<td>99 OCEAN BLVD</td>
<td>323 - Motor vehicle/pedestrian accident (MV Ped)</td>
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<tr>
<td>03/28/2020</td>
<td>2020-126577</td>
<td>213 CAPE FEAR BLVD</td>
<td>311 - Medical assist, assist EMS crew</td>
<td>B Shift</td>
<td>1</td>
<td>6</td>
</tr>
<tr>
<td>03/28/2020</td>
<td>2020-126850</td>
<td>1080 SAINT JOSEPH ST</td>
<td>561 - Unauthorized burning</td>
<td>B Shift</td>
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<td>7</td>
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<tr>
<td>03/28/2020</td>
<td>2020-127179</td>
<td>506 PENISULA DR</td>
<td>561 - Unauthorized burning</td>
<td>B Shift</td>
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<tr>
<td>03/29/2020</td>
<td>2020-127403</td>
<td>103 CAROLINA SANDS DR</td>
<td>311 - Medical assist, assist EMS crew</td>
<td>B Shift</td>
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<tr>
<td>03/29/2020</td>
<td>2020-127404</td>
<td>9 SDOW RD</td>
<td>311 - Medical assist, assist EMS crew</td>
<td>A Shift</td>
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<tr>
<td>03/29/2020</td>
<td>2020-127812</td>
<td>617 SUMTER AVE</td>
<td>561 - Unauthorized burning</td>
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<td>03/30/2020</td>
<td>2020-128603</td>
<td>240 SDOW RD</td>
<td>311 - Medical assist, assist EMS crew</td>
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<tr>
<td>03/31/2020</td>
<td>2020-129621</td>
<td>1222 CROAKER LN</td>
<td>745 - Alarm system activation, no fire/unintentional</td>
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<td>03/31/2020</td>
<td>2020-130517</td>
<td>1200 SAINT JOSEPH ST</td>
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<tr>
<td>04/01/2020</td>
<td>2020-131130</td>
<td>805 ROCKY MOUNT AVE</td>
<td>311 - Medical assist, assist EMS crew</td>
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<td>04/01/2020</td>
<td>2020-131635</td>
<td>916 BASIN RD</td>
<td>311 - Medical assist, assist EMS crew</td>
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<tr>
<td>04/02/2020</td>
<td>2020-132797</td>
<td>1305 CANAL DR</td>
<td>735 - Alarm system sounded due to malfunction</td>
<td>C Shift</td>
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<td>2020-132833</td>
<td>1305 CANAL DR</td>
<td>735 - Alarm system sounded due to malfunction</td>
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<td>735 - Alarm system sounded due to malfunction</td>
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<tr>
<td>04/02/2020</td>
<td>2020-132865</td>
<td>1305 Canal DR</td>
<td>735 - Alarm system sounded due to malfunction</td>
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<td>3</td>
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<td>04/02/2020</td>
<td>2020-132869</td>
<td>1305 Canal DR</td>
<td>735 - Alarm system sounded due to malfunction</td>
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<tr>
<td>04/03/2020</td>
<td>2020-133220</td>
<td>1057 SAINT JOSEPH ST</td>
<td>111 - Building fire</td>
<td>C Shift</td>
<td>6</td>
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</table>

TOTAL # INCIDENTS: 20

PARKS AND RECREATION
- The Parks and Recreation department is managing cleaning supplies for Covid-19. We have purchased extra cleaning and disinfectant supplies for this event. All employees at Town Hall were supplied with disinfectant wipes and hand sanitizer. We have also requested additional supplies of bio-hazard bags and an infrared thermometer through the county EOC. All logistic supply requests are going through Parks and Rec. and entered through the County EOC SharePoint.
- Staff began processing refunds for the Youth Volleyball League. Unfortunately, due to timing this program has been canceled.
- Staff received detailed feedback from Youth Basketball coaches and brainstormed ideas to improve the league next season.
- Flag football flyer and registration forms were created, and league details will be announced soon. This program is slated to start in the Fall.
- Staff is Registered for a live webinar for next Thursday 4/9 to learn about the possibility of using the App Silbo to hire athletic officials in the future.
• Athletic Director Bryce Smithson successfully completed online training and exams to earn his certification as a Certified Youth Sports Administrator
• The Recreation Center was cleaned including mopping and disinfecting all workout rooms and restrooms.
• Established a new Fall 2020 movie date for “The Sandlot” due to COVID-19 postponement. The new date is October 17, 2020
• Due to COVID-19, our Easter Egg Hunt is postponed. We plan to host a Party in the Park this Fall! We will incorporate using all our Easter Eggs and fun kids craft.
• We are working to reformat our Adopt-A-Beach Program. We will reach out to current program participants and advertise available Beach Zone Locations within the next weeks!
• Due to Covid-19 currently Mike Chappell Park has been closed. On Monday, March 30th staff locked all the fields, skate park, tennis courts, dog park, and cautioned taped the playground. Signs were also placed throughout the park.
• With the Recreation Center closed, the staff has purchased materials for several projects to complete while the facility is closed. Wainscoting in the weight room was completed and we also began painting the back hallway.

TOWN PROJECTS

• **Marina/Bulkhead Project:** Assist with Town Marina FEMA and Golden Leaf funding/coordination; other FEMA funding coordination
• **CIP/Budget:** Reviewing budget, CIP and Council priorities; research and reporting on funding assistance opportunities.
• **CAMA Access Grant:** Coordinating grant reimbursement for purchase of lot at 310 Canal Dr. for beach access parking.
• **Police Body Cameras Grant:** Awaiting grant award announcements for new body cameras for the CB Police Dept. Grant funds administered through the NC Governor’s Crime Commission (GCC) – Bureau of Justice Assistance (BJA) Justice Assistance Grant (JAG). Submittal Jan. 31, 2020.
• **Hamlet Ave. Bath/Lifeguard Facility:** Assisting with contract and construction doc. finalization for new facility.
• **Police Body Armor Grant:** Researching NCLM grant funding that will cover reimbursement of 50% of funds spent on body armor.
• **St. Joseph Ave./Lewis Dr. Bike Lanes:** Award finalized by the NCDOT Board of Transportation. Ready to finalize grant agreement.
• **Lake Park Blvd./Hamlet Ave. Traffic Signal:** Award finalized by the NCDOT Board of Transportation. Project will be administered through the local Division 3 DOT office.
• **Ryder Lewis Park:** Construction complete in Feb. on light vehicle bridge over wetlands to access the park interior. Phase 1 trail construction complete.
• **Business and Economic Development Committee:** Monthly meetings cancelled until further notice due to Covid-19. Focus of the group is to bring new business to CB.
• **Bike-Ped. Committee:** Monthly meetings cancelled until further notice due to Covid-19.
PLANNING AND DEVELOPMENT

<table>
<thead>
<tr>
<th>Development Review</th>
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<tbody>
<tr>
<td>All Permits Received</td>
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<tr>
<td>Renovations/Repair RESIDENTIAL (paid)</td>
<td>2</td>
</tr>
<tr>
<td>Renovations/Repair COMMERCIAL (paid)</td>
<td>2</td>
</tr>
<tr>
<td>Townhouse/Condos (paid)</td>
<td>2</td>
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<tr>
<td>Duplex/2Fam (paid)</td>
<td>0</td>
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<tr>
<td>Accessory Structures - Res &amp; Comm (paid)</td>
<td>1</td>
</tr>
<tr>
<td>Fill/Grade/Clear (paid)</td>
<td>4</td>
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<tr>
<td>CAMA permits/exemptions</td>
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<tr>
<td>Electrical T-Pole</td>
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<tr>
<td>Electrical Final</td>
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<td>Certificate of Occupancy</td>
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<tr>
<td>Certificate of Compliance</td>
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<table>
<thead>
<tr>
<th>Building Inspections</th>
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<tbody>
<tr>
<td>Building Inspections</td>
<td>24</td>
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<tr>
<td>Building Plan Review</td>
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<table>
<thead>
<tr>
<th>Planning and Zoning</th>
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<tr>
<td>Zoning Inspection</td>
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<tr>
<td>Zoning Plan Review</td>
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<table>
<thead>
<tr>
<th>Code Enforcement</th>
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<tbody>
<tr>
<td>Received/Reported Complaints</td>
<td>21</td>
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<tr>
<td>Resolved Complaints</td>
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<tr>
<td>Investigations Researched</td>
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<tr>
<td>Violation Letters</td>
<td>14</td>
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</tbody>
</table>

**Code Enforcement:**
- 20 different non-compliance of short-term rental operations violations were brought to my attention; 15 letters of non-compliance have been sent out, with more to follow.
- Report of a new construction trash container overflowing with debris blowing around; Contractor was notified and secured container until it can be emptied.
- Answering a lot of resident questions about closings, beach access, etc.

**Building Inspections:**
- Work on job sites is still being completed and new work is starting.
- Contractors are trying to keep the jobsites safe and have informed their subs to give plenty of clearance to me for social distancing.
- Still coming across people working without permits; have been trying to educate people about additional options for submitting permit applications.
### ZONING:

<table>
<thead>
<tr>
<th>Agenda Items/Meeting Dates</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>April meetings</td>
<td>Cancelled</td>
</tr>
<tr>
<td>May meetings</td>
<td>On schedule, but TBD</td>
</tr>
</tbody>
</table>

- Staff continues to operate on an alternative schedule due to Covid19, especially now that a Shelter-in-Place order has been given for NC
  - Several employees are working remotely to discourage in person interactions and sharing of close quarters
  - Staff is avoiding group meetings and conducting site visits alone whenever possible
  - Staff is handling most submissions digitally and issuing most permits and COs in the same manner
  - Staff is still coordinating with other local governments and agencies who are also working remotely or in reduced capacity
- Staff continues to do research and data gathering on the crisis to support decision makers.
- Staff is making use of remote software, such as MS Teams, to stay in touch and keep lines of communication open
- Staff is using the *slightly* reduced permit volume to put more work into ordinance updates and other projects:
  - Sign Ordinance Update
  - Stormwater/Tree Ordinance Research
  - 160D update for State Statutes
  - Zoning Ordinance Update review
  - Any work necessary for the LUP update

### OPERATIONS:

#### WWTP:
- Staff performed all operational/maintenance tasks and laboratory analyses as necessary to maintain compliance with all applicable permits.

#### Utility Staff:
- Locates, work orders and tap verifications, clearing permits.
- Continuous maintenance of existing road cuts.
- Water meter cut on, off and verifications.
- Replace broken meter registers and mtu.
- Install domestic and irrigation meters.
- Meter reads.
- Water and Sewer taps.

#### W/S Administration/Billing/Customer Service:
- Applied mail and lockbox payments to account (everyday)
- Processed AR box and Online payments (everyday)
- Processed Online Decal Sales:
  - Total online requests received: 394
  - Total not approved: 223
  - Total approved: 171
  - Total paid: 98
- 19 new accounts for FMS
- Processed 9 Permit payments
- Set up 5 account in FMS for planning
- 1 leak adjustments
- Posted reads
- 4667 bills total - 1337 email bills
Public Works:

- **Preparation of CBA North/Pelican Lane Parking Lot:** Contractor graded and stoned parking area this week. Tire stops and signage will be installed by PW Staff next week.

- **Creation of Golf Cart Parking Lot on Lake Park Boulevard-South:** PW Staff cleared small vacant lot across from A&G, and installed tire stops to allow for golf cart parking on this previously unutilized piece of property.

- **Boardwalk Sand Encroachment:** Staff continued to work, this week, on reinforcing the wooden railing along the walkway, in a manner that will help prevent sand buildup on the walking surface.
• **Stormwater Infrastructure Improvements**: Drainage improvements were completed in the 600 block of Columbia Avenue to alleviate flooding in that area. This project was approved as part of the 2019/2020 budget.

**Environmental:**

**Freeman Park**
- Repaired poles and rope
- Repairing trash pods

**Boardwalk**
- Removed sand from the beach accesses
- Continued building a wall along the accesses to prevent sand build up
- Completed painting the Gazebo
- Completed staining benches and swings

**Signage**
- Continued to straighten signs throughout town
- Continued installing new poles and stop signs in Zone 1

**Facilities**
- Blocked off new town parking lots for construction on CBAN & Pelican
- Blocked off new town parking lot on CBAS & Atlanta
- Cut and welded rebar for parking stops in the new town parking lots
- Unloaded playground equipment for Parks & Rec for McDonald's Park
- Cleaned and installed parking stops and signage for a golf cart parking lot on 807 S. Lake Park Blvd.
- Realigned and leveled storage containers at the new Hamlet Restroom area

**Streets**
- Repaired potholes throughout town

**Storm water:**
- Complete capital project for stormwater improvements for the 600 block of Columbia
- Continue on capital project for stormwater repair for the 600 block of Charlotte
- Vactor 10 catch basins, clean 295’ of stormwater lines, remove 50 cubic yards of debris
- Department installed interference vault on the 500 block of Atlanta
- Continue infiltration system project for runoff from boardwalk showers
- Repair/maintenance equipment and vehicles